



## NOTICE OF RETIREMENT BOARD ELECTION

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Sonoma County Employees' Retirement Association  
433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403  
Tel: (707) 565-8100 / Fax: (707) 565-8102 / [www.scretire.org](http://www.scretire.org)

**A regular election for the Seventh Board Member Position elected by active safety members shall be held on December 3, 2024.**

Notice is hereby given that a regular election for the Seventh Board Member Position of the Sonoma County Employees' Retirement Association (SCERA) Board shall be held on December 3, 2024. This position is elected by the active safety membership.

The term for this position will be from January 1, 2025 to December 31, 2027.

Below is a summary of important information regarding the election, which will be conducted according to the more detailed Board of Retirement Election Procedure Policy and relevant statutes.

### **NOMINATION**

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Nomination packets may be obtained on SCERA's website, [scretire.org](http://scretire.org), or, at the SCERA office, 433 Aviation Boulevard, Suite 100, Santa Rosa, CA beginning October 9, 2024. Nomination documents must be filed at the SCERA office no later than 4:30 p.m. October 24, 2024.

Nomination packets will include: a summary overview of SCERA Board Member Responsibilities, Nomination Petition, Qualification Statement and Willingness to Serve declaration page.

In the event there is only one nominee, no election shall be held and the Board of Supervisors will direct the County Clerk to enter a unanimous ballot in favor of the single candidate.

### **BALLOTS**

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By November 13, 2024 SCERA shall mail to each eligible voter a ballot containing the names of qualified nominees.

Voted ballots must be **returned to the Registrar of Voters** at 435 Fiscal Drive, Santa Rosa, CA 95403 prior to 5:00 p.m. on December 3, 2024. **Do not return ballots to SCERA.** Any ballots received thereafter will not be counted in the official canvass of the vote. The name, signature and department on the return envelope must be completed legibly for the vote to be counted.

### **ELECTION DAY**

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Election Day is December 3, 2024. Voted ballots must be returned to the Registrar of Voters at 435 Fiscal Drive, Santa Rosa, CA 95403 prior to 5:00 p.m. on December 3, 2024.

### **ELECTION RESULTS**

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On December 4, 2024 the Registrar of Voters shall canvass the returns of the election and shall certify the results to the Board of Retirement. The canvass of the returns, conducted in the Registrar of Voters Office at 435 Fiscal Dr., Santa Rosa, California 95403, shall be open to the public.

## **ELIGIBILITY REQUIREMENTS**

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Eligibility will be based on the system records as of October 1, 2024.

1. Must be an active safety member of the Sonoma County Employees' Retirement Association.
2. A "Petition for Nomination" form shall be filed with SCERA by the nomination deadline with at least five (5) but no more than ten (10) signatures or contact information of qualified (active general membership) voters.
3. The nomination petition shall include a declaration by the nominee indicating their consent to be a candidate.
4. The nominee will be required to complete a "Willingness to Serve" declaration included in the Nomination Packet indicating their intent to willingly and faithfully serve on the Board of Retirement and execute the duties of the position if elected.

## **BOARD MEMBER RESPONSIBILITIES**

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The Retirement Board's primary duty is its fiduciary responsibility to its members and their beneficiaries. The Board is responsible for the administration and investment of Retirement System funds. More specifically some of the responsibilities of each Retirement Board Member are as follows:

1. Disability: In accordance with applicable statutes, to determine whether disability applications are service connected, non-service connected or not eligible to be granted a disability at all.
2. Actuarial Survey: To review actuarial surveys, take necessary action on the funding progress of the system and the setting of actuarial assumptions, and make recommendations to the Board of Supervisors regarding contribution rates to be adopted.
3. Investments: To assist in the development of an investment plan for both short and long range scenarios. To provide for adequate diversification so as to minimize risk of loss and maximize rate of return.
4. Fiduciary Capacity: To perform all the above with care, skill, prudence and diligence such as a prudent person in like capacity, and familiar with these matters, would use. To exhibit a high degree of integrity and honesty as well as a knowledge of all the above responsibilities to maintain the confidence and trust of the system members. A fiduciary shall discharge his/her duties with respect to a plan solely in the interest of the participants and beneficiaries.

Fulfilling these fiduciary responsibilities requires a significant time commitment for meeting preparation and attendance as well as ongoing training related to the above duties.